

EMPLOYEE TRAINING RECORD

TRAINING TITLE MSDS - Use It

KEY TEACHING POINTS

- Some chemicals are flammable or can explode. Others can cause skin rashes or serious illnesses. If handling chemicals is part of your job, take a minute to reduce your risk of injury. Before handling any chemical, read the MSDS (material safety data sheet) and find out how to protect yourself.
- Each MSDS tells you how to safely use, handle, and store a specific chemical. Although an MSDS may look overwhelming, the document is usually broken into sections for easier reference. The names and order of the sections may vary from form to form, but each MSDS includes the same basic information. Here are a few of the areas you should be sure to read.
- Identification The MSDS gives the chemical's trade names and lists the manufacturer. All hazardous ingredients are identified. In addition, the chemical's characteristics, such as appearance and odor, are also listed.
- Flammability If the chemical is flammable, the MSDS will list the temperature at which it ignites. The MSDS also specifies agents, such as water or foam, that can extinguish the material's flames. You may find information about flammability in sections called "Firefighting Measures," "Hazards Identification," or "Physical Data," for example.
- Health Hazards Look in the MSDS for symptoms of overexposure and medical conditions that may be made worse by the chemical. Locate the "First Aid" or "Emergency" section for information on what to do if exposure occurs.
- Reactivity The MSDS tells you whether the chemical is stable or if it can be affected by specific conditions such as high heat. If the chemical reacts with any materials, they will be listed. In addition, the MSDS also tells you if the chemical could break down into hazardous byproducts.
- Special Protection Any PPE (personal protective equipment) needed to work safely with the chemical is listed in the MSDS. If PPE is needed, specific recommendations, such as air-purifying respirators, rubber gloves, or chemical safety goggles, may be listed. Look for this information in sections with titles such as "Exposure Controls" or "Protective Equipment."
- Think about the chemicals in your work area, especially the ones you handle every day. Can you answer the questions below for each of those chemicals? If not, ensure your own safety by reading the appropriate MSDS sheets.
 - How long can I safely be exposed to the chemical?
 - Does the chemical have physical characteristics that might be dangerous?
 - What are the signs of overexposure and how is it treated?
 - Should I wear PPE while working with the chemical? If so, what type?
- Stay safe at Home Chances are good that you've got a few chemicals sitting around at home. Follow these easy steps to help make your home a little safer.
 - * Make sure all cleaning agents, paints, and solvents are labeled and stored in sealed containers out of the reach of children.
 - * Properly dispose of any unlabeled jars or cans and any chemicals you no longer need.
 - * Call your community waste disposal service to find out how to get rid of chemicals safely. The number is in the phone book. Look under your city or county government listings.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 The MSDS gives the chemical's trade names and lists the manufacturer.		
2 If the chemical is flammable, the MSDS will list the temperature at which it ignites.		
3 Look in the MSDS for symptoms of overexposure and medical conditions that may be made worse by the chemical.		
4 Any PPE (personal protective equipment) needed to work safely with the chemical is listed in the MSDS.		
5 If the chemical reacts with any materials, they will be listed on the MSDS.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE